

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 164  
AUGUST 17, 2016 – WORK SESSION**

**Chairman's Agenda  
Summary Minutes**

The County Commissioners met during Chairman's portion of Work Session on Wednesday, August 17, 2016 at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:** Richard Hannold, Chair                      **Staff:** Pam Dill  
                                 Jill Johnson, Member  
                                 Helen Price Johnson, Member

**Others Present:** Greg Winter, Executive Director, Opportunity Council, Lisa Clark, Opportunity Council

Record @ 00:05

**Subject/Description:** Presentation from Greg Winter, Opportunity Council

**Attachment:** Power Point Presentation

**Information:** Greg Winter, Executive Director, Opportunity Council, provided a quarterly update on services offered by the Opportunity Council in Island County.

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, August 17, 2016, at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair                      **Staff:** Pam Dill  
                                 Jill Johnson, Member  
                                 Helen Price Johnson, Member

**Staff Present:** Bill Oakes, Director, Brian Wood, Transportation Planner, Becca Blackman, GIS Coordinator/Administrator

**Others Present:** Elaine Marlow, Budget Director, Hiller West

Record @ 36:08

**Add-on**

**Subject/Description:** IRTPO Resolution & ILA

**Attachment:** draft resolution

**Discussion:** Brian Wood noted that legal review has discovered a missing step in the process of establishing the new Island RTPO. The current Island Transportation Planning Organization needs to be dissolved and the Interlocal Agreement terminated prior to signing an ILA for the new Island Regional Transportation Planning Organization.

**Follow up:** The IRTPO ILA will come forward to the next work session for review.

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**Public Works**

**Subject/Description:** 2017-2019 Rural Arterial Preservation (RAP) Program (cont. from 3/2/16)

**Attachment:** Memorandum dated 8/5/16 from Keith Elefson, Construction Engineer, to BOCC

**Information:** Two of the Preliminary Projects, Bayview Road and Cultus Bay Road have been resurfaced as part of this year's pavement preservation program. Of the three remaining candidates Public Works is recommending Arrowhead Road as the priority.

**Follow up:** Okay with full Board to move Rural Arterial Program Final Prospectus forward to a consent agenda.

**Subject/Description:** 2017-2022 Island County TIP update (cont. from 8/3/16)

**Attachment:** Memorandum dated 8/8/16 from Connie Bowers, to BOCC

**Action Requested:** Bill Oakes reviewed the proposed schedule of Capital Expenditures projects in the TIP and the changes made to the proposed TIP since the presentation at work session on August 3<sup>rd</sup>.

**Additions:**

- Add 2.7 million for Freeland Sewer from Rural County Economic Development Funds;
- Remove ongoing \$30,000.00 for Fairground Improvements beyond 2017; leave the line there in case there is a need to reallocate

**Changes:**

- Swantown/Heller Intersection Improvements
  - A need was identified for a small amount of right-of-way (ROW)
  - ROW funds were added in 2017 and 2018
- Four possible carry over projects into 2017
  - Crescent Harbor Road resurfacing Phase 1 & 2
  - Anderson Road Culvert Improvements
  - Pine Street Pump Station
  - Sunset Drive at Vista Outfall

**Follow up:** Okay with full Board to schedule for Public Hearing.

**Subject/Description:** Purchasing Additional Mapping Software-Pictometry and Geocortex

**Attachment:** Memorandum dated 7/29/16 from Becca Blackman to BOCC

**Information:** Becca Blackman provided a demo of the mapping software to the Board. The two software programs produce mapping products that will enhance and replace part of the current mapping resources. Pictometry provides oblique aerial imagery, processed with elevation data to produce a product where changes through time can be viewed and measuring of heights, slopes and ground distance can be done. Geocortex integrates with Pictometry to enhance the capabilities for staff to perform analyses on GIS data.

Included in the purchase will be all-county aerial imagery from 2015 and 2006, processed with LiDAR data, software to view this data and the Geocortex application to further distribute this data with additional functionality to all county staff. Amount: \$28,232.96 (covered in full until 2018 by Planning's Shoreline Compliance Grant)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 166  
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**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, August 17, 2016 at 11:00 a.m. and 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair                      **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director, Hiller West, Paula Bradshaw, Keith Higman, Suzanne Turner, Tim Lawrence

Record @ 01:49:40

**Subject/Description: Job Requisitions**

**Attachment:** yes

**Action Requested:**

**Sheriff**

- Corrections Officer, replacement, GD-9, #2016-071  
*Commissioner Johnson moved to approve Job Requisition #2016-071. The motion was seconded by Commissioner Price Johnson and carried unanimously.*
- Control Room Operator, new position, Staff-3, #2016-073 - **Postponed**

**Planning and Community Development**

- Administrative Assistant, replacement, C-7 #2016-072  
*Commissioner Johnson moved to approve Job Requisition #2016-072. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Prosecuting Attorney**

- DPA, replacement, TM 13 #2016-074  
*Commissioner Price Johnson moved to approve Job Requisition #2016-074. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Clerk**

- Deputy Clerk 2, replacement, C-8 #2016-076  
*Commissioner Johnson moved to approve Job Requisition #2016-076. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

Record @ 03:12:11

**Public Health**

- Administrative Assistant, Camano Nursing, C-8 #2016-075  
*Commissioner Price Johnson moved to approve Job Requisition #2016-075 with the understanding this would generate capacity for revenue to meet unmet needs on Camano Island. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Subject/Description: "Star" Awards**

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**Attachment:** none

**Action Requested:** Approval of a new employee recognition award intended to recognize employees and co-workers for doing a good job or going “above or beyond.”

**Follow up:** Okay with full Board.

**Subject/Description:** Civil Service Chief Examiner

**Attachment:**

**Action Requested:** Postponed

**Subject/Description:** Use of Credit Cards

**Attachment:**

**Action Requested:** Postponed

**Subject/Description:** WSU- Professional Development Leave Request

**Attachment:** none

**Action Requested:** Tim Lawrence requested approval of a Professional Development Leave Request for Anna Muenchow to travel to Africa on a farmer to farmer program. She will bring back a manual designed to help international aid workers build community garden projects for low income refugee farmers.

**Follow up:** A majority of the Board was in favor of the leave request.

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, August 17, 2016, at 11:39 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff:** Pam Dill

**Present:** Wanda Grone, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:33:05

**Subject/Description:** Treasurer’s Report for July 2016

**Attachment:** none

**Information:** <https://www.islandcountywa.gov/Treasurer/Pages/TReport.aspx>

**Subject/Description:** Use of Island County Logo on Opus Bank website

**Attachment:** none

**Action Requested:** Island County’s newest bank vendor Opus Bank is requesting permission to add Island County as a new customer to its “Featured Clients” listing on LinkedIn’s website.

**Follow up:** Okay with full Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 168  
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**Long Range Planning  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, August 17, 2016 at 11:52 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair      **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff Present:** Keith Higman, Interim Director of Long Range Planning, Beverly Mesa-Zendt, Beckye Frey, Paula Bradshaw

**Others Present:** Elaine Marlow, Budget Director

Record @ 02:456:37

**Subject/Description: Comprehensive Plan update**

**Attachment:** Memorandum dated 8/10/16 from Island County Planning & Community Development to BOCC

**Action Requested:** Beverly noted that Planning and Community Development has completed the draft 2016 Comprehensive Plan and associated Freeland Subarea Plan. The draft elements have been circulated internally for review with various County departments resulting in minor edits and corrections improving the document clarity and accuracy. Planning staff will continue to improve and edit the draft and provide a summary and analysis of public comments to the Board in September with a final draft ready for Planning Commission review in December.

**Follow up:** The full Board authorized Planning and Community Development to place the submittal of the draft Comprehensive Plan to the Washington State Department of Commerce for 60 day review on the August 23, 2016 regular agenda.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, August 17, 2016, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair      **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff Present:** Keith Higman, Director

**Others Present:** Elaine Marlow, Budget Director, HIPAA Steering Committee members

Record @ 03:17:45

**Environmental Health**

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**Subject/Description:** Craft 3 presentation

**Attachment:** Clean Water Loan Brochure

**Information:** Terry Hull, Craft 3 representative, provided a presentation to the Board on the clean water loan program to repair or replace failing septic systems.

**Follow up:** Continue “next steps” discussion at a future work session.

**Administration**

**Subject/Description:** HIPAA Steering Committee

**Attachment:** none

**Discussion:** Discussion of options regarding next steps in the process of a Privacy and Security Audit; internal versus outside consultant and the budget to cover it.

**Follow up:** Continue discussion to the next HIPAA meeting and report back to Board.

**Environmental Health**

**Subject/Description:** Proclaiming September 19-23, 2016 SepticSmart Week

**Attachment:** draft resolution

**Action Requested:** Approval to place resolution proclaiming September 19-23 SepticSmart Week on the Boards consent agenda.

**Follow up:** Okay with full Board.

**Subject/Description:** WA Dept. of Ecology: Site Hazard Assessment

**Attachment:** Agreement No. TCPRA-2015-IsCoPH-00022

**Action Requested:** Approval of contract with WA State Department of Ecology; Site Hazard Assessment. The contract is for reimbursement purposes associated with the work done in the Site Hazard Assessment program from October 1, 2015 through December 3, 2015 only. Contract No. TCPRA-2015-IsCoPH-00022; Amount: \$1,046.88.

**Follow up:** Okay with full Board to move forward to a Tuesday consent agenda.

**Commissioners Agenda  
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, August 17, 2016 at 2:20 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA.

Present were:

<b>County Commissioners:</b>	<b>Richard M. Hannold, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Jill Johnson, Member</b>	
	<b>Helen Price Johnson, Member</b>	

**Others Present:** Elaine Marlow, Budget Director

Record @ 04:30:39

**Subject/Description:** Reappointments to the Ferry Advisory Committee

**Attachments:** yes

**Action Requested:** The Board considered reappointments to the Ferry Advisory Committees.

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**Follow up:** Move recommendation forward to a Tuesday agenda.

**Budget Director/GSA  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, August 17, 2016, at 2:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair      **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff Present:** Elaine Marlow, Budget Director

Record @ 04:31:01

**Subject/Description:** CFF Grant Funding Agreement – Fakkema Farm Project

**Attachment:** Memorandum dated 8/10/16 from Don Mason, to Elaine Marlow

**Action Requested:** Approval of Conservation Futures Funding Agreement with the WCLT for the Fakkema Farm Conservation Easement Acquisition Project; Amount: \$1,000,000.00.

**Follow up:** Okay with full Board to move forward to the Board's consent agenda.

**Human Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, July 20, 2016, at 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Richard M. Hannold, Chair      **Staff:** Pam Dill  
Jill Johnson, Member  
Helen Price Johnson, Member

**Staff Present:** Jackie Henderson, Director

**EXECUTIVE SESSION ANNOUNCED**

The Board recessed at 2:30 p.m. and met in Executive Session as allowed under RCW 42.30.110(1)(b) to consider acquisition of real estate. The Executive Session is expected to last approximately one hour with no announcement in open public session.

The meeting adjourned at 3:30 p.m.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 171  
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BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Richard M. Hannold, Member

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Jill Johnson, Member

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Helen Price Johnson, Member

ATTEST:

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Debbie Thompson, Clerk of the Board